

## **Good Shepherd Preschool Enrollment Agreement**

We are so happy to have your child(ren) attending our Preschool. The mission of Good Shepherd Preschool is to be a ministry of the church and provide a caring, secure, Christian environment in which the children may experience growth in their social, emotional, cognitive, physical and spiritual development. In order to maintain a viable, developmental and safe place for your child(ren), we observe the following policies and procedures.

### **Tuition:**

Tuition is figured by calculating the total days that teachers work throughout the entire school year teaching and preparing for your child. It is then divided in to 9 equal installments to ensure ease in payment over the 9 months of school. Otherwise, each tuition payment would be different depending on the month. Tuition is paid one month in advance. It is drafted on the 5<sup>th</sup> of each month. Tuition is to be paid by electronic funds transfer (EFT) or twice per year on September 1st and January 1<sup>st</sup> by check or cash. Following is the schedule for the tuition drafts:

- 1<sup>st</sup> tuition payment May 5<sup>th</sup>
- 2<sup>nd</sup> tuition payment September 5<sup>th</sup>
- 3<sup>rd</sup> tuition payment October 5<sup>th</sup>
- 4<sup>th</sup> tuition payment November 5<sup>th</sup>
- 5<sup>th</sup> tuition payment December 5<sup>th</sup>
- 6<sup>th</sup> tuition payment January 5<sup>th</sup>
- 7<sup>th</sup> tuition payment February 5<sup>th</sup>
- 8<sup>th</sup> tuition payment March 5<sup>th</sup>
- 9<sup>th</sup> tuition payment April 5<sup>th</sup>

If the 5<sup>th</sup> falls on the weekend, the draft will occur on the next business day.

If the EFT is returned, we will notify the parent or individual responsible for payment. For all EFT's returned after the first instance during the school year, there will be a \$30 processing charge.

If a change to your designated bank account for the draft is needed, the Preschool Office must be notified in writing by the 18<sup>th</sup> of the month.

No adjustments are made to tuition for days missed due to a student's illness, being out of town, weather related closings or other events beyond the control of the Preschool.

**TUITION PAYMENTS AND THE REGISTRATION FEE ARE NON-REFUNDABLE.**



Good Shepherd  
SCHOOLS

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Withdrawing from the program: If the family decides to withdraw from the program, a written 30-day notice must be given.

Emergencies: In all emergencies, Good Shepherd Preschool has permission to take such reasonable measures which, in judgement of the Good Shepherd Staff, are necessary to maintain the welfare and safety of the child. If the parent cannot be reached or if there is not enough time to notify the parent in advance (due to the nature of the injury or illness), the Director may have the child taken to an Emergency Room or Urgent Care Center of choice and then notify the parent(s) as soon as possible.

Good Shepherd is not liable for accidents or illnesses occurring to the child or acts of the child while in the care of the school which are not a direct result of negligence.

Parent Handbook: At the time of registration and the enrollment agreement is signed electronically, the parent(s) acknowledge that he/she has read the Good Shepherd Preschool Procedures and Policies Parent handbook which is available at [www.gsumc.org/preschool](http://www.gsumc.org/preschool) and assumes responsibility for following the rules and policies set forth there in.

Acknowledgment: By signing this Enrollment Agreement, you the parent acknowledge that you have notified the Preschool of all allergies, any medical conditions, learning disabilities, developmental delays and/or special needs.

Good Shepherd Schools reserves the right to close a class due to low enrollment.